



Policy: 2501
Procedure: 2501.04
Chapter: Wellness and Food Services
Rule: Employee Meals

Effective: 11/03/06
Replaces: 2560/2560.01
Dated: 02/23/99

Purpose:

Only Arizona Department of Juvenile Corrections (ADJC) employees who provide direct supervision to secure facility juveniles during a scheduled meal time shall be eligible to receive one complimentary meal per shift. New employees who are attending Orientation/Training classes shall be eligible to receive a meal at no cost if they eat at the tables in the dining room.

Rules:

1. Whether paid or complimentary **ADJC EMPLOYEES** shall receive only one meal per shift at a secure facility, unless working additional shifts. Paid meals are non-refundable.
2. **ADJC EMPLOYEES** who provide direct supervision to juveniles shall receive a meal at no cost.
3. **EMPLOYEES** shall eat all complimentary meals in the dining room except those meals supplied to employees who cannot leave their post of duty during a scheduled meal.
 - a. These employees may request a food tray to be delivered to their work site;
 - b. **EMPLOYEES** who receive a food tray at their work site shall return the tray and washable dishes, utensils, etc., to the kitchen at the end of shift.
4. **EMPLOYEES** who are ineligible for complimentary meals and who are assigned to or who visit a secure facility including employees at training academies may purchase a meal for \$1.00 each, whether or not the facility provides food services by a contractor.
 - a. Employees may purchase a discounted single-use ticket for the meal from the business office or from the kitchen;
 - b. **EMPLOYEES** shall:
 - i. Notify kitchen personnel of the intent to eat in the dining hall at least two hours prior to the meal;
 - ii. Present the meal tickets to Food Services personnel when the meal is served.
 - c. The **FOOD SERVICE MANAGER** shall account for all employee meals, whether paid or complimentary;
 - d. The **BUSINESS MANAGER OR DESIGNEE** at each site shall:
 - i. Account for all the monies received for employee purchased meals; and
 - ii. Deposit meal funds with the State Treasurer.
5. If possible, the **FOOD SERVICE MANAGER** at each facility shall provide a sack meal or regular dinner meal to third shift employees who are unable to leave their work site.
6. The **SUPERINTENDENT OR DESIGNEE**:
 - a. Shall whenever possible, notify kitchen personnel at least two hours prior to the meal when five or fewer guests are invited to the secure school dining room;
 - b. Shall if six or more guests are invited, notify the kitchen personnel seven days in advance to ensure purchase of additional food;
 - c. May authorize volunteers, guests, or visitors to eat a complimentary meal in the facility dining room with juveniles and ADJC personnel.
7. **EMPLOYEES** who are in the dining room during meal time shall sit among the juveniles and provide supervision and control within the dining room.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: